

## Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on April 15, 2019 at Entwistle Public Library.

**CALL TO ORDER** Sarah Leteta called the meeting to order at 5:45pm with the following in attendance:

**PCLB:**

Cheryl Budzinski Sharon Cornelius  
Sarah Leteta Tracey Melnyk  
Barb Shackel-Hardman Kathleen Linder

**Administration:**

Kathy Gardiner, Library Manager  
Valerie Craddock, Library Assistant, Entwistle Public Library

**With Regrets:**

Jackie McCuaig

**ADOPTION OF AGENDA**

**Kathleen Linder MOVED:**

That the agenda be adopted with the following omission:

*V. Treasurer's Report*  
*a. Financial Report*

**Carried Unanimously**

**ADOPTION OF MINUTES**

**Sharon Cornelius MOVED:**

That the minutes of the March 25, 2019 board meeting be adopted.

**Carried Unanimously**

**MEMBERS REMARKS**

Members of the Board thanked Barb Shackel-Hardman for her commitment and dedication to the library board over the last few years.

**REVIEW OF ACTION ITEMS**

Action items were reviewed.

**Action #1:** *Library Manager to update Policy Schedule to include sending policies to PLSB - Completed*

**TREASURER'S REPORT**

**a. Financial Report**

No Financial Report at this time.

Members reviewed the rolling budget, and amendments were made to include an additional 'shared' staff member at the Entwistle Public Library and Community Hub. This shared staff member will provide services for the library as well as the community hub. Members felt this staff person would help sustain the community hub and would foster a sense of community while aligning our programming services with Parkland County.

**Cheryl Budzinski MOVED:**

That the revised 5 year rolling budget be approved as amended with corrections at the April 15, 2019 board meeting.

**Seconded by: Kathleen Linder  
Carried Unanimously**

**LIBRARY MANAGER’S REPORT**

Library Manager submitted a written board report for members to review. Kathy updated the board on staffing with the hiring of a new Community Services Librarian and the Practicum student placement for the month of April.

The Entwistle Public Library Assistant position has been posted and we are looking forward to interviewing the middle of May.

**NEW BUSINESS**

**a. OH&S - Policy Committee**

The Policy Committee advised the board that there is a gap in our current policies regarding Occupational Health & Safety. Especially at the Keephills Library, we should be conducting OH&S procedures on a regular basis.

**b. Changes to Employment Standards – Policy Committee**

The Policy Committee will meet to discuss any changes to employment standards and ensure our policies align with them.

**c. Policy Review**

B-10 “Confidentiality of User Records”, B-11 “FOIP”, B-12 “(PIB) Personal Information Banks”, B-17 “Acceptable Internet Use”, and B-22 “Collection Development”

**Kathleen Linder MOVED:**

That Policy B-10 becomes Policy C-1 “Confidentiality of User Records” and that the revised policy be approved.

**Carried Unanimously**

**Sharon Cornelius MOVED:**

That Policy B-11 becomes Policy C-2 “FOIP” and that the revised policy be approved.

**Carried Unanimously**

**Kathleen Linder MOVED:**

That Policy B-12 becomes Policy C-3 “Personal Information Banks (PIB)” and that the revised policy be approved.

**Carried Unanimously**

**Cheryl Budzinski MOVED:**

That Policy B-17 becomes Policy C-5 “Acceptable Internet Use” and that the revised policy be approved.

**Carried Unanimously**

**Sharon Cornelius MOVED:**

That policy B-22 becomes Policy C-8 with a change in title to "Selection, Acquisition, and Disposition of Library Resources" and that the revised policy be approved.

**Carried Unanimously**

**OLD BUSINESS**

**a. Entwistle Public Library – Budget Discussion/CFEP Grant**

Entwistle projected budget was discussed in the Treasurer's Report item on the agenda.

**b. Conversations with Entwistle Community**

The meeting with the Entwistle Parent Advisory Council was positive. Sarah, Kathy and Val discussed the library moving into the new Community Hub and how we can work together to make that a smooth transition for students, parents and school staff.

**COMMUNICATIONS**

None at this time

**IN CAMERA SESSION**

None at this time

**ADJOURNMENT**

The meeting was adjourned at 7:30pm

**ACTION ITEM LIST**

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>

**Next Meeting: May 27, 2019**

**5:30pm**

**Parkland County Centre**



*December 9 2020*